



**Job Location:** 400 Deaderick Street, Nashville TN 37243

## **Director of Special Investigations (DHS Program Director 2 – Investigations)**

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous services throughout Tennessee, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, and Rehabilitation Services. With 133 office locations, DHS is one of the few State Departments with offices in all 95 counties.

Under the supervision of the Director of Program Integrity the Director of Special Investigations will direct the Special Investigations Unit efforts related to the detection, deterrence, and prevention of fraud, waste and abuse. The Special Investigations Unit will be comprised of three or more staff members, including Special Investigators, Investigative Specialists, and support staff stationed across Tennessee. The Director may have three or more direct reports to include Special Investigators and or Investigative Specialists in each of the three grand divisions of the State of Tennessee. The Special Investigations unit conducts investigations for the department including, but not limited to: SNAP and TANF fraud, internal investigations, and will be responsible for the expansion and direction of the State Law Enforcement Bureau program. Additionally, the Special Investigations unit will be responsible for developing proactive efforts to identify and prevent fraud.

### **Position Responsibilities:**

- Oversee Internal Investigations, including coordinating with federal and state law enforcement on investigations and prosecution of criminal activities.
- Coordinate efforts to proactively identify and or prevent fraud in DHS programs.
- Oversee efforts related to the State Law Enforcement Bureau program and DHS Trafficking fraud efforts.
- Oversee the preparing of administrative reports.
- Analyze and create strategies for overall program integrity improvement. Provides day to day oversight of the Special Investigations unit including conducting monthly meetings with direct reports, professional development plans for staff and training opportunities.
- Plan, organize and direct other assigned operations, functions, activities, and services.

### **Competencies:**

- Results oriented
- Change Agent
- Business savvy
- Stakeholder Management
- Effective communications

**Position Requirements:**

- Bachelor's degree in Political Science, Criminal Justice, Business or Public Administration or other related fields.
- Four years in law enforcement administration with a focus on investigations/program integrity efforts, or experience in other State of Tennessee programs including DHS, TENNCARE, or DCS program related fields.
- 3 years supervisory experience.
- Prior experience in a government entity as a Director, Program Manager, or an Administrator.
- Experience is preferred in the areas of investigations involving areas of fraud and misconduct
- Must be able to establish and maintain good working relationships with peers, management, and other state government personnel.
- A commitment to the mission of the organization.
- Expert analytical thinking, problem-solving and organization skills.
- Ability to multi-task, shifting back and forth effectively among multiple activities.
- Strong management skills with the ability to coach and mentor a team with diverse levels of expertise and those in offsite locations.
- Keen analytical skills that support tactical and strategic decision making.
- Strong written, oral, interpersonal and presentation skills and the ability to effectively communicate information to superiors, team members, and other appropriate staff in a timely, accurate and courteous manner.
- Ability to use investigative techniques and methods, knowledge of state and federal laws pertaining to government operations.
- Ability to interpret state and federal laws/rules pertaining to government operations.
- Ability to use appropriate methods for obtaining evidence, analyzing data and conducting interviews.
- Ability to independently develop and execute investigative plans; ability to present alternative solutions to problems.
- Ability to keep sensitive information confidential.
- Ability to maintain an independent and objective attitude in all investigative and operational matters.
- Ability to maintain independence and objectivity in forming opinions, drawing conclusions, and making recommendations based on investigative results.

**Information regarding State of Tennessee benefits:**

<https://www.tn.gov/hr/employees1/benefits.html>

**How to Apply:**

- Please submit resume and cover letter outlining your related experience to [talent.management.dhs@tn.gov](mailto:talent.management.dhs@tn.gov) by December 16, 2018. All email submissions must include in the subject line: Director of Program Integrity
- **Target Salary: \$60,000.** The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check.

Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.*